



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Inactive Licenses

On-Line Renewals

To access the online renewal section, go to

www.nscb.nv.gov

Select the "On Line Renewals and Services" link

or

Select the Tab "Online Services" and Select "Main Menu"

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Measure up...use licensed contractors.

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News

Website News:

- Contractor listings by county and classification

Unlicensed Contracting:

- Report Unlicensed Contracting
- NSCB's Most Wanted

NSCB Media Center:

- Watch videos and listen to audio of the latest NSCB events
- Find news on more NSCB events in the News Archive
- Contractors! Join the Fight Against Unlicensed Contractor Activity!
- Sign Up for Our News Letter and Alerts
- Sign Up for Our Senior Bulletins
- On Line Renewals and Services

Mobile App Now Available!

Verify contractors' licenses and report unlicensed activity with ease!

Download now on your iPhone or Android

Instructional Videos

Video Viewer

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News Online Searches Forms FAQs & Brochures Agendas & Minutes **Online Services**

Online Services

- Main Menu
- Registration Instructions
- Online Active Renewal Instructions
- Online Inactive Renewal Instructions

Instructional Videos

Video Viewer

Hiring A Licensed Recovery Fund - Filing Disciplinary Hearing Investigat Process



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Inactive Licenses

Public Services Main Menu

Enter your User ID and Password

Select Log On

You must be registered to log on. If you need to register, select "New Registration" to obtain your User ID and Password.

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Public Services Main Menu
Welcome to the Nevada State Contractors Board Online Services features.
To search for a Licensed Contractor, please select Public License Search below.
To search for Disciplinary Actions, select Public Disciplinary Action Search below.
To access your account, please login below. (Registration Required)
If you have not yet registered, please select New Registration to get started.
Thank You

Public Services
[Public License Search](#)
[Public Disciplinary Action Search](#)

Nevada Contractor Login
- User ID / Email Address:
- Password:
Log On
Forgot your password? Click [here](#).

Nevada Contractors - Register Here
[New Registration](#)

Main Menu

Select the license number you wish to renew.

Nevada State Contractors Board Logged

Main Menu
The Licenses you have registered are listed below.
By adding licenses to your registration, you will be able to renew your licenses on-line, update your address and check the status of pending applications submitted.
Please note - This system is not compatible with Mac computers.
If you have difficulty using Internet Explorer in Windows, please try using Mozilla Firefox.
To add a license not listed: *Select [Add Licenses To Registration](#)* from the functions list below.
You will need the Online Registration ID Number provided to you on the Biennial Renewal Application mailed to you by the Nevada State Contractors Board.
The Online Registration ID Number is located on the upper right hand side of the renewal form.
To **Change your Address**: Select the License Number you wish to change, then select Contractor Change of Address, then follow the instructions to change the address.
To check the status of a pending application: Select the Application Status Inquiry below.
Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions
[Apply for a New License](#)
[View User Profile](#)
[Pay For Online Applications](#)
[Add Licenses To Registration](#)
[Application Status Inquiry](#)

Your Nevada License(s)
[Contractor #0052622](#)

License Menu

Select "Inactive License Contractor Renewal"

If you do not see an Inactive License Contractor Renewal link, your license is not scheduled for renewal. Contact an office of the Board if your license is will expire within the next 60 days and you do not see this link.

Nevada State Contractors Board [Main Menu](#) [Logoff](#)

License # 0052622 Contractor

License Menu
Below are available options for your Nevada State Contractors License.
Select an option to begin!
Don't see an option you are looking for? Contact either office of the Board and speak to a customer service representative for assistance.
The functions listed below are available for this license number.
Please select the function you wish to perform.
Press "Back" to return to the main menu.

License Status: **Inactive**
Expires On: **03/31/2016**
(mm/dd/yyyy)

Functions
[Inactive License Contractor Renewal](#)
[Change Of Address](#)
[Order Additional Pocket Cards](#)

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NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Inactive Licenses

Introduction

Have all the items listed in the Introduction page available before proceeding.

Select Next

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Nevada State Contractors Board [Main Menu](#) [License Menu](#) [Logoff](#)

License # **0052622** Contractor

Inactive License Contractor Renewal - Introduction

Welcome to the License Contractor Online Renewal System. Before proceeding, please have the following items available:

1. The Mailing and Physical Addresses for each person listed on your license.
2. Nevada Business ID number (obtained from the Nevada Secretary of State's office)
3. Credit Card Information.

Press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

[Next](#) [Cancel](#)

Address Detail Summary

You can change addresses for the licensee and any of its principals.

To change an address, select the link to the left of the record you wish to change.

To skip: Select Next

Active License Contractor Renewal - Address Detail Summary

To Change one of the addresses below, select the link to the left of the address you wish to change.

The Mailing Address is where all correspondence and your license certificate will be mailed to.
Press "Previous" to return to the previous section.
Press "Next" when finished adding/changing addresses.
Press "Cancel" to cancel this application and return to the main menu.

Addresses

Mailing Address	Address:	P O BOX 555 ANAHEIM, CA 92806
	Phone Number:	(714)555-5555
	E-mail:	CONTRACTOR@555.COM

License Specific Addresses

Physical Location	Address:	50000 S MAIN ST ANAHEIM, CA 92806
	Phone Number:	(714)555-5555
	E-mail:	CONTRACTOR@555.COM

[Previous](#) [Next](#) [Add](#) [Cancel](#)



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Inactive Licenses

Nevada Business ID

Enter your Nevada Business ID number, as provided to you from the Nevada Secretary of State's office.

Select Next

Active License Contractor Renewal - Nevada Business ID - Information

All businesses are required to have a Nevada Business License which has a unique Nevada Business ID. The number you enter below must be the entity listed on your contractor's license.

If the information listed on the Nevada Secretary of State's website does not match the name or entity listed on your license, contact the Nevada Secretary of State to obtain a proper Business ID Number. They can be reached at (702) 486-2880 or www.sos.state.nv.us

We cannot update your record unless the Nevada Business ID you provide matches the name and entity listed on your license.

Press "Previous" to return to the previous section.

Enter appropriate details and press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

The format of all NV Business ID's look like: **NV20151234567** (As an Example)

[Click this link if you need assistance locating your Nevada Business ID number.](#)

* Enter Your NV Business ID Here >>>>>>>

Veteran Owned Businesses

This applies to businesses that are owned by a veteran of the U.S.

Skip this question by selecting Next if this does not apply.

Active License Contractor Renewal - Veteran Owned Business - Information

The following information is being requested pursuant to an Executive Order 2014-20 signed by Governor Brian Sandoval on September 23, 2014 for reporting veteran owned businesses in Nevada.

If a United States Veteran owns at least 51% of this company, please provide the following information for that veteran.

Press "Previous" to return to the previous section.

Enter appropriate details and press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

First Name:

Middle Name:

Last Name:

Branch of Service:

Veteran's Military Occupation Specialty/Specialties:

Service Date From:

Service Date To:

<input type="text"/>	<input type="text"/>

Previous

Application Summary

This is a summary of your responses to review before submitting the renewal. When you are satisfied with your responses, select Submit.

Inactive License Contractor Renewal - Application Summary

Review the data and press "Submit" to submit this application.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Inactive License Contractor Renewal Summary

License Type:	Contractor	
Application Date:	03/29/2011 (mm/dd/yyyy)	
Addresses		
General Addresses		
Mailing Address	Address:	P O BOX 555 ANAHEIM, CA 92806
	Phone Number:	(714)555-5555
	E-mail:	CONTRACTOR@555.COM
License Specific Addresses		
Physical Location	Address:	50000 S MAIN ST ANAHEIM, CA 92806
	Phone Number:	(714)555-5555
	E-mail:	CONTRACTOR@555.COM



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Inactive Licenses

Attestation

This is your attestation to the truth & accuracy of the information submitted.

(You will receive a Summary Report via email, which details your responses to the renewal questions and attestation.)

Submitting the attestation will forward you to the Fee and Payment Report screen.

Read this section thoroughly before answering.

Then, select Next

Inactive License Contractor Renewal - Attestation

Please note, submitting this renewal does not guarantee immediate renewal of your license. Reasons for a delay in renewing your license may include but are not limited to:

1. Full payment not made.
2. Renewal has a hold placed on it for other reasons.

After you complete this transaction and pay your fees, You may check the status of your license by visiting our website at: www.nscb.state.nv.us. If your license was not renewed, you may check the status of your application by returning to the Main Menu and selecting "Application Status Inquiry".

Press "Previous" to return to the previous section.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

You will be forwarded to the Payment Screen after completing the following Affidavit.

Affidavit and Release Authorization

By selecting yes and selecting "Next", I hereby affirm that I am authorized to submit this Affidavit and Release Authorization on behalf of this licensee. To the best of licensee's knowledge, the information contained in the application and its supporting documents are free of fraud, misrepresentation, or omission of material fact. The information contained in the application and its supporting documents are truthful, correct, and complete.

I understand my duty to notify the Nevada State Contractors Board of any changes in personnel such as corporate officers of a corporation; member/managers of a limited liability company and understand that I must submit an Application for Change of Officers, Members or Manager Members within 30 days of such change.

- Yes
 No

[Previous](#) [Next](#) [Cancel](#)

Fee and Summary Report

Payment screen to pay for the renewal on-line.

Options: Pay Now or Pay Later and View PDF Summary Report

*Pay Now button takes you to the Online Application Payment Screen.

Pay Later button returns you to the License Menu screen as shown on page 1.

View PDF Summary Report opens the pdf Summary that was emailed to you.

If fees are due:

Fee and Summary Report

Please Note: If your license renewal is pending additional information and/or needs to be approved by the Board, your renewal will not be approved until all deficiency items have been provided and have been approved.

Click on "View PDF Summary Report" and print this report for your records. A Summary Report of your application has also been emailed to you.

The required fees are listed below and must be paid for further processing of your application.

Press "Pay Now" to proceed to the fee payment page.

Press "Pay Later" to return to the main menu. Select "Pay for Online Applications" from the main menu when you are ready to pay.

Inactive Renewal 2yr:	\$300.00
Inactive Late 2yr:	\$150.00
Total Amount Due:	\$450.00

[Pay Now](#) [Pay Later](#) [View PDF Summary Report](#)



Options: Return and View PDF Summary Report

*Return button returns you to the License Menu screen as shown on page 1.

View PDF Summary Report opens the pdf Summary that was emailed to you.

If fees were previously paid:

Fee and Summary Report

Please Note: If your license renewal is pending additional information and/or needs to be approved by the Board, your renewal will not be approved until all deficiency items have been provided and have been approved.

Click on "View PDF Summary Report" and print this report for your records. A Summary Report of your application has also been emailed to you.

Press "Return" to return to the main menu.

[Return](#)

[View PDF Summary Report](#)





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Online Renewal Instructions - Inactive Licenses

Online Application Payment

Step 1

Mark the checkbox to pay the fee

Step 2

Select Next

Step 3

Enter your credit card information

After payment is made, you will receive an email with your Online Payment Summary Report which details your payment information in the form of a receipt.

Step 1

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue
Press "Show Fee Details" to show a breakdown of the fee amounts
Press "Main Menu" to return to the main menu

Application Number	Description	Applicant Name	Fee
880700	Inactive License Contractor Renewal	CONTRACTOR	\$450.00 <input checked="" type="checkbox"/>

[Next](#) [Main Menu](#)

Step 2

Confirm Payment Details

Select payment method and press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	Applicant Name	Fee
880700	Inactive License Contractor Renewal	CONTRACTOR	\$450.00
Total			\$450.00

[Next](#) [Cancel](#)

Step 3

Payment Details

Total Amount **\$ 450.00**

All fields in bold are required.

Credit Card



Credit Card Type

Credit Card Number

Card Verification Number [What's this?](#)

Expiration Date

Billing Information

First/Last Name

Company

Street Address 1

Street Address 2

City/State/Postal Code

Country

Phone Number

Email Address

[Buy](#)

Step 4 – Payment Complete

Online Application Payment Success

Press "Main Menu" to return to the main menu.
Press "View PDF Summary" and print this page for your records using the print function of your browser.

Amount Paid: **\$450.00**
Authorization Number: 123456

Application Number	Description	Applicant Name	Fee	Trace Number:
880700	Inactive License Contractor Renewal	CONTRACTOR	\$450.00	1023

[Main Menu](#) [View PDF Summary](#)



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Inactive Licenses

Step 5 – Online Payment Receipt will be emailed to you

Nevada State Contractors Board
 9670 GATEWAY DRIVE, SUITE 100, RENO, NEVADA, 89521 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150
 2310 CORPORATE CIRCLE, SUITE 200, HENDERSON, NEVADA, 89074, (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110
 www.nscb.state.nv.us

Online Payment Summary

Amount Paid: **450.00**
 Validation Number: 123456
 Batch Trace Number: 1023

Application Number	Description	Applicant Name	Fee	Trace Number
1000-880700	Inactive License Contractor Renewal	CONTRACTOR	450.00	1023

Check on your Renewal Status

Return to the Main Menu and select "Application Status Inquiry".

A list of deficiencies will appear if your renewal is missing information or is pending action by the Board.

If your license renewal is no longer listed, then your license renewal was successfully completed.

You may also verify the status of your license by checking your license at:

www.nscb.nv.gov

Nevada State Contractors Board

Main Menu

The Licenses you have registered are listed below.

By adding licenses to your registration, you will be able to renew your licenses on-line, u

Please note - This system is not compatible with Mac computers. If you have difficulty using Internet Explorer in Windows, please try using Mozilla

To add a license not listed: "Select [Add Licenses To Registration](#)" from the functions list You will need the Online Registration ID Number provided to you on the Biennial Renewal The Online Registration ID Number is located on the upper right hand side of the renewal

To **Change your Address**: Select the License Number you wish to change, then select

To check the status of a pending application: Select the Application Status Inquiry below Press the hyperlink for the function you wish to perform or the license you wish to review

Functions

[Apply for a New License](#)

[View User Profile](#)

[Pay For Online Applications](#)

[Add Licenses To Registration](#)

[Application Status Inquiry](#)



If you have any questions, please contact a representative of the Board.

Southern Nevada
(702) 486-1100

Northern Nevada
(775) 688-1141